

# FREQUENTLY ASKED QUESTIONS

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## 1.0 Letter & Form

### 1.1. How do I apply for a confirmation letter?

Please go to [Online form Submission](#) and at the bottom, there is a link to submit an 'Online Letter Request'. Please choose the type of letter you need and fill your information. COGS will issue a confirmation letter as soon as possible.

### 1.2. If I apply the online letter today, when do I get it?

COGS admin team will try its best to prepare the letter within 24 hours. However, due to the MCO, we may have some technical issues which may cause delays.

### 1.3. Where can I obtain the COGS forms related to my studies?

<https://www.uniten.edu.my/about-uniten/colleges/college-of-graduate-studies-cogs/student-guide/>

OR



### 1.4. How can I submit the COGS Forms

You can submit the forms via :

<https://docs.google.com/forms/d/e/1FAIpQLSdupQkaUY3ZP4DirLCaH53YDxobIDQ8sSU13xjVI4u1SXvEg/viewform>

## 2.0 COGS Form

### 2.1. COGS11A & COGS11B

#### 2.1.1. When do I submit my FORM COGS11A?

- Structure A students should submit after registering as a student (by end of first semester – Supervisor & co-supervisor for Structure A only)
- Structure B & C student should submit after registering the project title

#### 2.1.2. What is form COGS11B?

- To change thesis title
- To change or add supervisor

#### 2.1.3. How do I know the status of the forms sent?

COGS will send acknowledgment to the student and supervisor on the nomination and changes.

#### 2.1.4. I already have a supervisor, why do I need a Co-supervisor?

The University Senate has decided that all PhD students must have a co-supervisor

## **2.2. Form COGS16**

### **2.2.1. What should I do before submitting form COGS16?**

- Student status should be 'Active'
- No financial debt
- Prepare documents in the check list as stated in the form COGS16

### **2.2.2. When do I submit my FORM 16?**

When you are ready for VIVA and you must have :

- Passed "Research Methodology" class; and
- Passed "Proposal Defense" (for Structure A students ONLY)

### **2.2.3. How long is the gap between FORM 16 dan 16A?**

Students are allowed to submit form 16A within three months from the date you submitted form 16.

### **2.2.4. What if I exceed the three (3) months to submit form 16A (from the date I submitted form 16?)**

Students are required to submit an appeal letter to send form 16A if they have exceeded the three-month period from the date they submit form 16.

## **3.0 Progress Report**

### **3.1. How do I submit my Progress Report?**

The date to submit the Progress Report is will be updated by COGS at the end of every semester. Kindly look out for the notice. You can also refer to our Academic Calendar at UNITEN website (<https://www.uniten.edu.my/student-hub/academic-calendars/academic-year-20192020/>).

### **3.2. What is the link to submit the Progress Report?**

<b>No.</b>	<b>Location</b>	<b>URL Address</b>	<b>Time Available</b>
1	Internet	<a href="http://online.uniten.edu.my/pgrs">http://online.uniten.edu.my/pgrs</a>	8.30am – 4.30pm
2	Apartment	<a href="http://serrano/pgrs">http://serrano/pgrs</a>	8.30am – 4.30pm
3	ITMS Labs	<a href="http://payar/pgrs">http://payar/pgrs</a>	8.30am – 4.30pm
4	Kampus Sultan Haji Ahmad Shah	<a href="http://payar/pgrs">http://payar/pgrs</a>	8.30am – 4.30pm

## **4.0 Viva**

### **4.1. How long do I need to wait for my Viva session?**

It depends when COGS receives the report from the examiners. Examiners are required to submit the report within 60 days.

### **4.2. Do I really need to make the Viva payment, before my Viva? Why can't I pay after?**

You need to make payment and a receipt must attached with form 17. Viva fees are not included in the tuition fees .

### **4.3. Where to print the hardbound?**

Information on printing hardbound thesis can be found at :  
<https://www.uniten.edu.my/media/3823/hardbound-thesis.pdf>

### **4.4. Do I need to re-register for every Semester? Is it compulsory?**

YES, you have to re-register every semester (STRUCTURE A ONLY)

### **4.5. Do I have to reregister if I am a structure B or C student ?**

Re-registration is a compulsory process for all Structure A students ONLY

## **5.0 Student Discounts**

### **5.1. Who qualifies for the UNITEN tuition fee discount?**

- UNITEN Alumni
- UNITEN and TNB Staff

### **5.2. What form to submit?**

For UNITEN Alumni :

- the discount is automatically generated and deducted from your tuition fee

For UNITEN and TNB Staff :

- i. Kindly go to <https://www.uniten.edu.my/about-uniten/colleges/college-of-graduate-studies-cogs/student-guide/>
- ii. Fill up form COGS1B

### **5.3. Can I get discount if I am a sponsored student?**

No